

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 14 May 1956

FROM : Chief, Records Management Staff

SUBJECT: Expansion of Records Center

1. On the 30th of April the Records Center had on hand 26,225 cubic feet of inactive records, 65% of its total capacity. These records were received from almost every office and are distributed by volume among the three major components as follows: DD/S, 5,632; DD/P, 3,759, and DD/I, 16,834 (includes 11,305 finished intelligence material).

2. The rate at which inactive records are now being received in the Center, an average of 53 cubic feet per work day for the past 4 months, is more than double our experience for the previous two years. This experience and recently developed requirements in the DD/P and DD/I areas indicate that the present rate of growth will continue during 1956.

3. The destruction of records held by the Center is increasing gradually each year but this will not offset the increased rate of receipt. I estimate that our present Records Center space will be exhausted by about the first of April, 1957. I propose, therefore, that the Records Center be expanded by 30,000 square feet.

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4. I have discussed this problem with [redacted] and representatives of the Real Estate and Construction Division. The Real Estate and Construction Division will develop plans and specifications when our need is officially made known and funds for architectural services are made available.

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5. The Records Center project outline approved by the Director on 24 March 1954 anticipated expansion within 5 years. The attached chart shows the growth of the Records Center program from 1951 to 1956. Safe file cabinets to house the records now in the Center would cost over one million dollars or about five times construction cost.

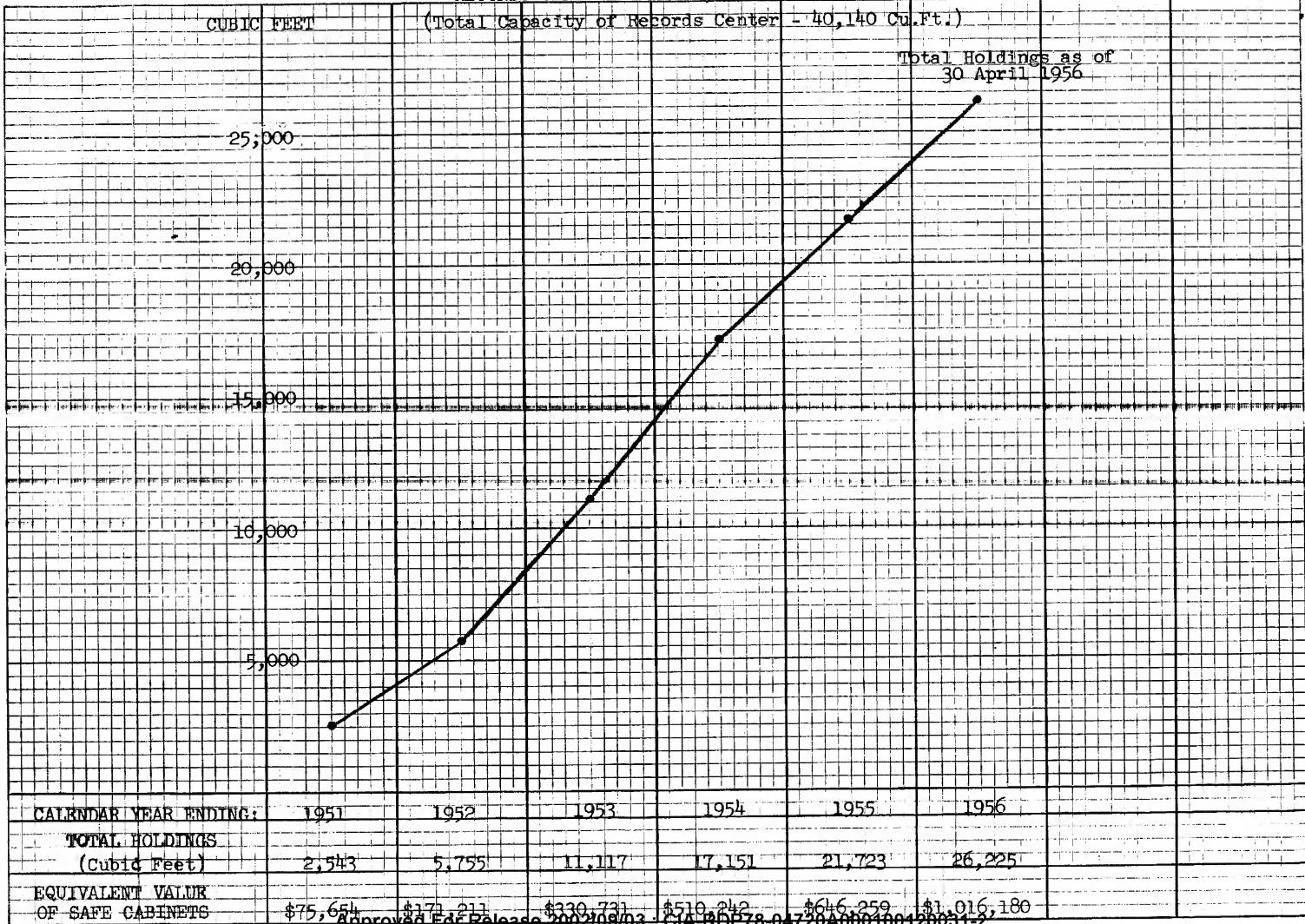
6. Representatives of the Real Estate and Construction Division advise that we proceed as soon as possible with our plans in order to make the additional facilities available by the time that they are required.

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RECORDS CENTER HOLDINGS, 1951 - 1956



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